

REGIONAL NAF PERSONNEL OFFICE

MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

VACANCY ANNOUNCEMENT

02/23/04

Does not confer to Civil Service Status

POSITION: **Supervisory Fitness Specialist**
NF-0030-03

ANNOUNCEMENT# **SP 38-04**

Salary: \$16.00 per hour

LOCATION: MWR Dept/NSA, Fitness & Sports Div
Norfolk, VA 23511

CLOSING DATE: Open Until Filled

AREA OF CONSIDERATION: Open

(1) Position, Full-time

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: Instructs, demonstrates, supervises and assists customers in the proper exercise techniques for free-weights, resistance equipment and cardiovascular equipment to include proper warm-up and cool-down. Ensures all customers are briefed on the rules and regulations of the Fitness Center and reinforces as necessary. Conducts an ongoing variety of fitness classes, keeping up-to-date on the latest training techniques and developments. Schedules, develops and instructs personalized fitness training programs. Suggests means for modifying cardiovascular risk factors and weight loss, improvement in strength, flexibility and generic nutrition without advising customers on medical conditions or acting in the capacity of a medical doctor or physical therapist. Ensures customers have received indoctrination for the resistance equipment prior to using the facility. Answers questions regarding programs offered through the Fitness Center and/or other MWR facilities/services available to the customer. Establishes and maintains files, records, logs by way of computer database. Performs routine inspection of all fitness equipment, continually checking the cleanliness of the equipment and facility. Performs minor repairs to equipment using repair manual procedures, reporting any broken equipment directly to the supervisor. Ensures any malfunctioning equipment is properly secured until repaired. Participates in brainstorming sessions to develop programs that would meet program objectives for a well-rounded physical fitness program. Coordinates and assists the Fitness Coordinator with developing educational material for the customer. Suggests new training materials for the fitness program to promote the health and well being of the customer. May assist in the design and implementation of the annual budget for facility operation and fitness program requirements. May be required to operate a cash register, maintain a change fund, collect money and complete a Daily Activity Report (DAR). Performs other related duties as assigned.

QUALIFICATIONS: Must possess and maintain the following at all times: Certified Instructor/Trainer certificate; Cardiopulmonary Resuscitation (CPR) Instructors certificate (must have CPR/First Aid within 30 days of hire and Instructor certification within 90 days of hire); A bachelor degree in Recreation with a major in exercise physiology, physical education or related field with specific training and understanding of all forms of exercise, nutrition and wellness, or coursework towards such degree is strongly preferred. A combination of education, training, and experience in physical education, with a concentration of exercise science and/or a fitness related area sufficient to manage a fitness facility and associated programs independently is required. Experience must include familiarity/instruction using a wide range of fitness equipment including resistance and/or selectorized machines, computerized cardiovascular equipment and free weights. Must be a mature individual with prior leader/supervisory experience. Must possess an adequate level of physical fitness to use and demonstrate all fitness equipment and exercises, and be able to lead all classes. Excellent verbal and written communication and interview skills are required to assess patrons, supervise staff, and assist with the promotion and marketing of the program. Considerable tact and diplomacy as well as finesse are required when interacting with staff members and individuals to develop goals and objectives for their physical-conditioning program. Basic knowledge of marketing/publicity materials and the use of basic computer hardware and software preferred.

Special Requirement: This is a position of trust and requires successful completion of a National Agency Check (NAC) as a condition of employment. Must possess and maintain a valid state driver's license, as travel to other facilities within the region may be required. Must maintain current CPR, First Aid and Fitness Instructor certifications. This position is subject to an irregular tour, which may include weekends and holidays.

-FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road, Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

-NOTE: Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation and Application for preference are available

at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY

TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-MILITARY SPOUSE: Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

-VETERAN: Attach copy of DD214

-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.

-Active Duty Military: Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command

POC

name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOB Line: 440-JOB (5627)